

# FOR YOUR INFORMATION...



**City of Taylorsville**  
Community Development Department  
2600 West Taylorsville Boulevard  
Taylorsville, Utah 84118 (801) 963-5400



City of Taylorsville  
Information Form

# P-9

**ZONING AMENDMENT**

## Applying for a Zoning Amendment

*Zoning is a legal method that many communities use to guide the physical development of land and regulate the types of uses that may be allowed on each parcel of property within the community. Zoning laws typically specify the areas in which residential, industrial, recreational or commercial activities may be permitted. For example, an R-1 residential zone might allow only single-family detached homes as opposed to duplexes or apartment buildings. A C-1 commercial zone might permit only certain types of commercial land uses.*

*A zoning ordinance generally consists of two parts: a zoning map (or series of maps) and text. The zoning map illustrates how the community is divided into different districts or zones. Zoning districts common to most community ordinances include residential, commercial, industrial, and agricultural. The zoning map must show precise boundaries for each zone. Consequently, most zoning maps rely on street or property lines as district boundaries.*

*The zoning text serves two important functions. First, it explains the zoning rules that apply in each zoning district. These rules typically establish a list of land uses permitted in each district plus a series of specific standards governing lot size, building height, and required yard and setback provisions. Second, the text sets forth a series of procedures for administering and applying the zoning ordinance. The text is divided into "sections" or "articles" for ease of reference.*

### Overview:

A resident, business, or property owner in the City of Taylorsville or any other interested party may request an amendment to the City of Taylorsville zoning ordinance. The information in this form describes the process and requirements for requesting a change to the City's zoning ordinance. Generally, there are two types of zoning amendment applications:

1. A **zoning text amendment** is a change to the actual language of the zoning ordinance found in Title 13 of the City of Taylorsville Code of Ordinances. An example of a text amendment may be a modification to the requirements or restrictions of commercial or residential land uses within the City. The text amendment must be clear in its intent and easily understood. Text amendments should be formatted and presented as an "insertion" into the existing zoning ordinance.
2. A **zoning map amendment** is a change to a zoning boundary or type of zoning district listed on the Taylorsville Zoning Map. By changing the assigned zoning district, which regulates property, the permitted or conditional land uses that may be allowed on the property also change.

### Amendment to Conform to the General Plan:

The City of Taylorsville requires zoning ordinance amendments to conform to the intent of the General Plan for the City of Taylorsville (13.54.065). The General Plan is the City's official document that establishes and articulates goals and policies for future physical development. For more information regarding the General Plan and amendment process see ***Taylorsville Information Form P-8 Applying for a General Plan Amendment***.

### Submittal Deadline:

Application for a zoning amendment must be submitted to the Taylorsville Community Development Department at least 14 days prior to the intended date for a public hearing in a regular Planning Commission meeting (see table below for meeting dates). Incomplete applications may delay processing of the application and subsequent scheduling of public hearings.

### Meeting Dates:<sup>1</sup>

<b>Who?</b>	Planning Commission	City Council
<b>When?</b>	7:00 p.m. on the 2 <sup>nd</sup> Tuesday of each month.	6:00 p.m. on the 1 <sup>st</sup> and 3 <sup>rd</sup> Wednesday of each month.
<b>Where?</b>	City Council Chambers, 2600 West Taylorsville Boulevard., Taylorsville, Utah 84118	

### Application Fees:

- |   |   |
|---|---|
| <input type="checkbox"/> Zoning text amendment: | \$300.00  |
| <input type="checkbox"/> Zoning map amendment:  | \$100.00 for the first acre plus \$50.00 for each additional acre |

<sup>1</sup> Due to occasional scheduling conflicts, for example holidays, a regularly scheduled Planning Commission or City Council meeting may be altered or canceled altogether. For exact meeting dates, times and assignments, please contact the Community Development Department.

## **Application Process:**

**Step 1. Contact Planning Department.** Meet informally with a member of the Planning Department to discuss your proposal and review the issues, procedure and fees associated with the application. Verify that the proposed zoning amendment is consistent with the General Plan for the City of Taylorsville.

**Step 2. Pre-Application Conference.** If proposed zoning amendment is preparatory to a development proposal, please schedule a conference with the City's Development Review Committee. For more information on meeting schedule and submission requirements, see ***Taylorsville Information Form P-4 Applying for Pre-Application Conference***.

**Step 3. Submit Application.** For all zoning ordinance amendment applications please submit the following information:

- ☐ Completed Zoning Amendment application form (select ☒ Map Amendment or ☒ Text Amendment).
- ☐ Property Owner's Affidavit (i.e. a written statement made before a notary). For your convenience, an affidavit form has been provided on the back of the Zoning Amendment application.
- ☐ If the property owner is to be represented by an "agent" during meetings with the City, please complete and submit the Agent Authorization form (also provided on back of the Zoning Amendment application form).
- ☐ Payment of application fee.
- ☐ Two (2) copies of intended site plan proposal (if applicable). Applicant may also submit site plans, building elevations and renderings in an electronic format acceptable to the City i.e. AutoCAD for Windows). Site plan should include the following information:
  - ☐ Accurate dimensions of subject property, drawn to scale (i.e. scale is 1"=20', 1"=30', etc.), with north arrow and date of drawing. Sheet size should be a minimum of 18" x 24".
  - ☐ Property lines, adjoining streets, right-of-ways, waterways, easements, etc. with dimensions.
  - ☐ Location and dimension of existing and proposed buildings, loading facilities, entries and exists, driveways, parking areas, landscape areas, sidewalks, signage, etc.
  - ☐ Locations of decks, porches, or other building elements that extend past foundation of building.
  - ☐ Location of existing property features such as streets, canals, hillsides, etc.
  - ☐ Location and height of any overhead power or transmission lines, communication lines and all other utility easements that affect subject property.
  - ☐ Calculations for required and proposed parking.
  - ☐ Show landscaped areas and calculate percentage of site landscaping; show comparison with amount required by applicable zoning ordinance(s).
  - ☐ Please show proposed location, height, and type of materials to be used for all fences and walls.
  - ☐ Notes of explanation shall include total square footage of all structures by use.
- ☐ If applicable, submit one (1) reduced 11" x 17" copy of the site plan; 8.5" x 11" is acceptable if information is legible.

### **Zoning Text Amendment applications – please submit the following additional information:**

- ☐ Copy of proposed zoning ordinance text amendment. Applicant must provide actual language of text amendment request. Proposed zoning text amendments should be understandable and not in conflict with either the General Plan or other parts of City Code.

### **Zoning Map Amendment applications – please submit the following additional information:**

- ☐ List of property owner names, mailing addresses, and property identification numbers of all property owners within 400 feet of the subject property. Property owner's information may be obtained from Salt Lake County Recorder's office located at 2001 South State Street, Room N2300, Salt Lake City, Utah.
- ☐ Two (2) sets of self adhesive mailing labels, typed or machine printed with each property owner's name and address as identified above (no hand written labels please). Duplicate listings should be omitted.
- ☐ Two (2) sets of plain white envelopes (size 10 business envelope measuring 4" x 9½") with postage for each property owner as identified above. Mailing labels should not be placed on envelopes.
- ☐ Legal description of property proposed for zoning map amendment (which may be obtained from property deed or Salt Lake County Recorder's Office).
- ☐ Parcel or survey map graphically illustrating property to be rezoned.

**Step 4. Attend Planning Commission Meeting.** You will be notified of this public meeting date, at which you should be prepared to present your proposal in detail and answer questions. Following public hearing of the amendment request, the Planning Commission will make a recommendation to the City Council regarding the application. An application may be "tabled" or "continued" if additional research or consideration is required by the Commission, following which the application will be rescheduled at a future Planning Commission meeting for recommendation to the City Council. Following the Planning Commission motion to recommend approval or denial of the amendment request, the application will be scheduled for a public hearing before the City Council (pending compliance with public hearing notice requirements).

**Step 5. Attend City Council Meeting.** Once again, you should be prepared to present your proposal and answer any questions during the public hearing held before the City Council. Following the public hearing, the Council will make a motion and vote on the application (unless the application is continued for further research). The decision of the City Council, acting as the City's legislative body, shall be final. A letter, prepared by a member of the Community Development Department, will be mailed to you stating the final decision of the City.

### **What Will Happen:**

- ☐ A member of the Community Development Department will receive the application and filing fee. Staff member will assign a file number, record fee and provide a receipt for payment of fee.
- ☐ A member of the Planning Department will review the application for completeness and information accuracy. Incomplete or inappropriate applications may not be scheduled for public hearing and will delay the request. Staff will contact the applicant and request submission of any additional information needed to complete the application.
- ☐ Staff will schedule the zoning amendment application on the next appropriate Planning Commission public meeting.
- ☐ For zoning map amendments, a public hearing notice will be mailed to all property owners within 400' of the subject property. Notices will be mailed at least seven (7) days before the date of the public hearing.
- ☐ Staff will prepare a Planning Commission Staff Report, which is delivered to all members of the Planning Commission at least four days before the public meeting. A copy of the staff report with staff recommendation(s) is available to the public for review.
- ☐ Staff will provide a copy of the report to the applicant prior to the meeting; delivery of the staff report will be by fax or mail. Applicant may also request a copy of the staff report prior to the meeting (if not previously received).
- ☐ During the scheduled public hearing, the applicant, the applicant agent, and all other members of the public who desire to ask questions, state concerns or provide oral testimony either for or against the application are invited to do so. All comments are recorded and considered by the Planning Commission.
- ☐ Following the public hearing, the Planning Commission may:
  - **Recommend approval of the amendment as presented.** If the amendment application receives a recommendation to approve the amendment, the application will be forwarded to the City Council for review and consideration during a regularly scheduled public meeting (pending public notice and due process requirements);
  - **Recommend approval of the amendment with modifications.** The Commission may vote to recommend approval of the amendment request with specified modifications or conditions (i.e. a change in the language of a text amendment, a change in the boundaries of a map amendment, a change to the requested zoning designation on a map amendment, etc.). The amendment request will then be forwarded to the City Council for review and consideration during a regularly scheduled public meeting (pending public notice and due process requirements);
  - **Continue or "table" application for further study.** If the application is continued for further research and consideration, staff will reschedule the application for Planning Commission consideration once the application is ready for Planning Commission review; or
  - **Recommend denial of the application based on "findings of facts"** gathered from the Planning Commission meeting. If the amendment application receives a negative recommendation, the applicant may:
    1. Withdraw the amendment request;
    2. Modify the request and resubmit for Planning Commission approval, or
    3. Proceed to the City Council with a negative recommendation.

Note: As long as the applicant does not withdraw the zoning amendment request, the application will be systematically forwarded to the City Council for consideration after the Planning Commission has made a recommendation to the City Council.

- ☐ Upon receiving a recommendation from the Planning Commission, staff will schedule the zoning amendment application for a public hearing to be held before the City Council.
- ☐ A notice announcing the City Council public hearing will be published in at least one issue in a newspaper of general circulation within the City of Taylorsville. Public notices will also be posted in three public places within the City designed to give notice thereof to the persons affected. Publication and posting of such notices shall be completed at least 14 days before the public hearing.
- ☐ For zoning map amendment applications a notice of the public hearing will be mailed to all property owners within 400' of the affected area at least 7 days prior to the date of the public hearing.
- ☐ Staff will prepare and present a summary report to the City Council concerning the zoning amendment application and state the Planning Commission's recommendation.
- ☐ Following the public hearing, the City Council may:
  - Adopt the zoning amendment as proposed;
  - Modify the proposed amendment;
  - Continue or "table" the ordinance for further research and future consideration; or
  - Reject the zoning amendment.
- ☐ Following the City Council's decision on the amendment request a letter will be prepared by a member of the Community Development Department and mailed to the applicant stating the final decision of the City.

### **Disapproval of Proposed Amendment or Rezoning:**

Disapproval of a proposed map amendment or rezoning shall preclude the filing of another application to amend or rezone with respect to the same parcel of property, or any portion thereof to the same zone classification that was the subject of the failed amendment or rezoning, within one year of the date of the final disapproval of the amendment or rezoning unless the City Council finds that there has been a substantial change in the circumstances or sufficient new evidence since the disapproval to merit consideration of a second application within the one-year time period (13.54.050).